

**UNITED STATES DISTRICT COURT
DISTRICT OF KANSAS
PROBATION OFFICE**

JOB ANNOUNCEMENT #04-1

POSITION TITLE: U.S. Probation Officer (may be more than one position)

SALARY RANGE: **CPS CL 25 \$31,737 - \$51,919**
 CPS CL 27 \$38,405 - \$62,812
 CPS CL 28 \$46,036 - \$75,271
 (Starting salary is commensurate with education and experience)

LOCATION: District of Kansas (Kansas City, Wichita, Topeka or Ft. Riley)

ISSUE DATE: March 22, 2004

CLOSING DATE: April 30, 2004

DUTIES:

Completes presentence investigations for U.S. District Court; conducts investigations, evaluations, and recommendations to the Court regarding probation/supervised release violations; supervises persons on probation, parole, mandatory release, military parole, and supervised release; cooperates with other federal probation officers and units making investigations; supervises persons transferred from other districts; maintains case records required by the Court and chief probation officer; and keeps informed of new developments in the field of corrections and applies these to work where appropriate.

Cooperates with U.S. Parole Commission in supervising persons released on parole; makes investigations, evaluations, and recommendations to the U.S. Parole Commission as may be required.

Performs duties as requested in the investigation and supervision of military parolees.

Provides the same services to U.S. Magistrate Judges as furnished to the Court when requested.

Performs other duties which may be required by the U.S. District Court and the chief probation officer.

QUALIFICATIONS:

- (a) Age and physical standards apply. This is a federal law enforcement position as defined under the Federal Employees Retirement System. Therefore, first time applicants for this position must not have reached their 37th birthday at the time of appointment and must be physically capable of performing all duties relating to employment responsibilities. Additional information available at personal interview.
- (b) College graduate from an accredited college or university with a degree in the social sciences or in a field appropriate to the subject matter of the position.
- (c) Three years of specialized experience, or completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree, and one year of specialized experience.
- (d) Candidates with the ability to speak Spanish and interpret for Spanish speaking clients is a preferred skill, however, not mandatory.

EVALUATION PROCESS:

Applicants will be evaluated initially against their experience and educational background in order to determine if they meet minimum qualifications. Eligible applicants will be screened and rated as to experience, education, and training. Applicants may be required to respond to written assignments during the selection process. Interviews will be conducted with finalists.

BACKGROUND INVESTIGATION AND DRUG SCREENING:

Prior to appointment, applicants considered for this position will undergo a full FBI background investigation and drug screening. In addition, the incumbent will be subject to random drug screening and updated background investigations every five years.

TO APPLY:

To apply for this position, applicants must submit:

- a cover letter
- completed *AO 78 Application for Judicial Branch Federal Employment**
- completed *District of Kansas Supplemental Information Form**
- college transcript

***THE AO 78 AND SUPPLEMENTAL FORMS ARE AVAILABLE ON OUR WEB PAGE AT:**

<http://ksd-pubweb.ksd.uscourts.gov/>

Submit application to:

**United States District Court
Human Resource Division
500 State Ave., Room 259
Kansas City, KS 66101**

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit). The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work in the United States.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER